

**Liberty Lake Municipal Library**  
**Board of Trustees Meeting Minutes**  
**3 February 2011**

The meeting was called to order at 6:36 p.m. by President Jon Seubert. In attendance were: Pamela Mogen, Mary Ellen Steen, Linda Dockrey and John Loucks. Since there were no others present, there were no public comments.

**Approval of Agenda:** The next meeting, as listed on the agenda, was changed from January 3<sup>rd</sup> to March 3<sup>rd</sup>. Mary Ellen moved, and John seconded that the agenda be approved as amended. Motion passed.

**Approval of January Minutes:** John corrected the name of his former library to reflect “Liberal” instead of “Liberty”, and also corrected the name of his contact there. The minutes were approved as amended on a motion by Linda and a second by John.

There were no **Mayor’s Comments** nor **City Report** since neither the Mayor nor Doug Smith could attend.

**Library Report:** Pamela provided the Board with both the regular monthly report and the 2010 yearly report. Although the yearly report showed steady gain, the monthly report numbers were lower than those for a year ago. There was a discussion as to what this means and what can be done. Possibly the fact that there were only two weeks of children’s programming in January contributed to the decline. It is also possible that numbers are just leveling off after a period of growth following our move to our current facility. John asked if we could track what impact the charging for non-resident cards might be having; Jon suggested it might help if we write non-residents, explaining the reason for this. New children’s programs have been added so this might help bring the numbers up again. At this point, we decided to continue to monitor the situation.

Georgette held a meeting for volunteers to refresh them on library procedures.

On behalf of the staff, Pamela asked if the Board had reached a decision on allowing faxing by patrons. Although the Board agreed that this is a good idea, we have to decide how much to charge. Mary Ellen will check with UPS, the Spokane Municipal Library and our local Post Office to find out how much they charge before we set a price.

Pamela brought up the idea – one that is already in use at most libraries – of adopting a yearly theme for our library. She proposed – and the Board unanimously agreed – that this year’s theme will be “Libraries – The Heart of Every Community”.

**FOLLML Report:** Pamela reported that the Friends have procured a larger storage unit and have already moved their supplies there. They are trying a “genre cart” – a cart showcasing one genre of books for sale – to promote used book sales. Carol McIntyre will also start up a relationship with the Amazon Marketplace Store to try to sell some of the better used books the Friends have in storage. As for fundraisers, although they have ruled out a couple of proposals, they have decided on two, rather than

one yearly book sale, as well as a “putt putt golf” in the library fundraiser. The big fundraiser – the “tea” – will be held at the Mormon Church on April 16<sup>th</sup>. The Friends will ask the Youth Commission to help out with both the “tea” and the book sales. There was no additional work done on the 501(c)3.

**Foundation Report:** Linda reported that 501(c)3 status for the Foundation has been confirmed. On April 28<sup>th</sup>, the Foundation will hold a wine and cheese party in the library to introduce the Foundation to the community, particularly those members who might be interested in offering their support. Information on this will be included in the next library newsletter. The Foundation plans to follow up this original get-together with a grand opening in the summer, possibly in the form of a spaghetti feed. At both affairs, the Foundation members would like to promote their first fundraiser – selling of tiles for a tile wall in the library. They are looking for pictures of the Liberty Lake area that would present a picture of community from which the tiles could be made so they can choose one for the tile wall.

**Yearly Library Board of Trustees Report:** Mary Ellen brought a copy of the most recent yearly report that former Board member, Hima Yerraguntla, had composed. Mary Ellen moved, and John seconded that, at our second 2011 retreat (see below), we put together the draft of this year’s report, and that each annual report thereafter be produced in a similar manner, beginning with a draft put together at the yearly fall retreat. Motion passed.

**Policy Review:** Policy GSV-3 was reviewed and changes made. The amended Policy was passed on a motion by Mary Ellen and a second by John. Review of policies MNG-1 and MNG-2 were postponed until next meeting.

**Board Retreat Planning:** Since Linda cannot be present for the date originally planned for the retreat, the retreat was postponed until March 12<sup>th</sup>. It will still be held at Mary Ellen’s, from 9:00 to mid-afternoon, with Mary Ellen supplying coffee cake, juice and coffee for the initial open house for the Mayor, Doug Smith and council members and others bringing fresh fruit. Lunch will be pot luck. Pamela will put together the agenda, which will concentrate heavily on long-term planning. Mary Ellen will send invitations to the Mayor, Doug and all City Council members to join us for the first hour of the retreat. This will be followed up by email reminders. There was discussion as to what time of year would be best for a regularly-scheduled annual retreat. It was decided that sometime in the fall – September or October – would probably fit in best. During this meeting, the Board will put together a draft of the yearly Board Report to the City Council so it can be presented just before the Council is called upon to vote on the new annual budget. Since we have not met as a Board for awhile, however, this year we will meet as scheduled in March, followed by a second retreat in the fall.

The next regular meeting will be March 3<sup>rd</sup> at 6:30 p.m.

The meeting was adjourned at 7:50 p.m.

Mary Ellen Steen  
Secretary